12 March 1979

Classification Review Procedure   CRP 79-20

STAMPING REVIEW CLASSIFICATION ON MULTI-PAGE DOCUMENTS

1. Stamping the review classification on each page of multipage documents is time-consuming. Therefore, the following extract from earlier NSC guidance on page markings will prevail in CRG:

> "The overall classification of a document, whether or not permanently bound, or any copy or reproduction thereof, shall be conspicuously marked or stamped at the top and bottom of the outside of the front cover (if any), on the title page (if any), on the first page, on the back page, and on the outside of the back cover (if any). To the extent practicable each interior page of a document that is not permanently bound shall be conspicuously marked or stamped at the top and bottom..."

2. The "extent practicable" mentioned above is to be interpreted with a common sense approach. For example, there will be no problem with most finished intelligence, which has a cover and title page and is relatively securely bound. Materials without a cover and/or title page and with few pages should have all pages stamped if there are only three or four pages. If there are more pages, then those between the first and last pages need not be stamped unless the condition of the document or its binding indicates that the pages may come apart, or if the nature of the document is such that it is likely to receive much handling in the future.

STATINTL

Chief,
Classification Review Group

12 March 1979

Classification Review Procedure   CRP 79-19

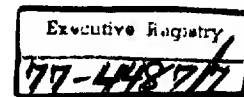### USE OF A REGISTRY NUMBER AS THE DOCUMENT NUMBER

1. Ascertaining the unique number of a document -- as discussed in RRP 78-22 of 28 April 1978 -- is important for computer matching and identification of duplicate documents in the DARE system. In most cases, such as those of finished intelligence or series documents, identifying the unique number of the document is no great problem. In some types of material, however, especially correspondence that may have only a registry number -- or worse yet, several registry numbers -- the decision is not easy.

2. If a reviewer must use a registry number in the absence of a document number, the registry number must meet two requirements. First, it must be the registry number of the office originating the correspondence, as spelled out in paragraph 7 of CRP 78-38 dated 11 October 1978. Second, the number must be typed on the document or written in on an official registry stamp in such a manner that the reviewer is reasonably certain that it will appear on all copies of that document. If this is not the case, enter the document as unnumbered by drawing a line through the document number field on form 4023A.

3. Examples:

   a. Usable registry numbers:

      ER-4-7805   or   [stamp: Executive Registry 77-4487]

   b. Registry numbers not usable as document numbers:

      ER-5-7808   or   ER-4-7805
      (pencil)

STATINTL

                         Chief,
              Classification Review Group

12 March 1979

Classification Review Procedure

CRP 79-18

RESCINDS: RRP 78-18 of 18 April 1978
            RRP 78-21 of 19 April 1978

HANDLING OF DOCUMENTS PREVIOUSLY REVIEWED

1. RRP 78-18 instructed the reviewer to check the computer run to see if a document under review had been previously processed and established a procedure for processing the document if it were a duplicate. RRP 78-21 set forth an expansion of this procedure as applied to the SO series. Because of the volume of material now in the DARE system, those procedures are neither feasible nor necessary.

2. Reviewers no longer need concern themselves with whether the document being reviewed is a duplicate. Each document should be reviewed and a form 4023A completed in the usual manner. The computer accepts all material keyed into the DARE system and can be programed to match all duplicates, provided the title, number, and creation date are properly recorded. At this time, however, we are concerned only with those documents that have been entered more than once with different review actions. A computer run will be made at monthly intervals to flag discrepancies in review action on identical documents. Reviewers will be assigned to recheck the documents in question, make the appropriate changes on those determined to be in error, and complete new 4023A forms to reflect the change.

STATINTL

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